DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX) Capability for Department of Defense (DoD)

Hazard Reporting and Tracking

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense Voluntary Protection Programs Center of Excellence

Operated by:

CTC Concurrent Technologies Corporation

Objectives

After this training you will be able to:

- Define VPP requirements for a hazard reporting and tracking system
- Identify hazard reporting and tracking methods
- Identify benefits of an effective hazard reporting and tracking system
- Identify the role of Leadership in hazard reporting and tracking.

VPP Requirements

- Under the Occupational Safety and Health Act, employees have the right to notify employers about workplace hazards and have the hazard corrected in a timely manner
- An effective hazard reporting / tracking system:
  - Allows employees to report Safety & Health (S&H) concerns in writing without reprisal
  - Provides employees timely and appropriate responses on the status of hazards they report
  - Tracks hazard elimination or control to completion.

Hazard Reporting System

- The hazard reporting system should:
  - Allow employees to report S&H concerns in writing (includes use of electronic forms)
  - Provide the ability to report anonymously
  - Enable employees to report near-misses
  - Include a closed-loop communication process.

Hazard Tracking System

- How will hazard elimination be tracked to completion?
  - May be a paper or computer system
  - Individuals such as S&H staff, management, maintenance, etc. need access to this system.
- How will hazard abatement be prioritized?
  - Prioritize based on the severity of the injury and frequency it would occur if the hazard was not abated.

Effective Use of Hazard Reporting and Tracking

Effective Use of the Hazard Tracking System

- Assign responsibility to those who will be directly involved with the abatement
- Assign realistic timeframes for abatement
- Develop process to routinely review status of corrective actions with management and S&H Staff
- Develop process to elevate status to upper management to resolve issues.

Effective Use of the Hazard Tracking System

- Use the hazard tracking system to:
  - Track and eliminate/control hazards identified through:
    - Self-inspections
    - Accident/incident/near miss investigations
    - Hazard analyses
    - Industrial hygiene surveys.
  - Determine trends, direct resources, and prioritize hazard elimination
  - Provide feedback on program effectiveness.

Benefits

- Hazards reported in one area can be eliminated throughout the installation
- Data can be used to make decisions about resource allocation
- Empowers employees take an active role in ensuring safety in their own work environment.

Capabilities “Wish List”

- How can an effective hazard reporting and tracking system make a difference?
  - Empower workforce to report hazards “on-the-spot”
  - Streamline notification of hazard for prompt mitigation
  - Allow employee to maintain visibility of status and “ownership”
  - Provide reporting tool to elevate visibility
  - Enhance trending power through use of common data dictionary
  - Correlate hazard information with injury data
  - Provide analysis tool to improve decision making.

Leadership Role

Leadership Role

- Encourage reporting of hazards and near misses
  - No disciplinary action for reporting hazards.
- Monitor to ensure hazards are corrected in a timely manner
- Commit IT resources where necessary.

Summary

In this section you learned about:

- VPP requirements for a hazard reporting and tacking System
- Hazard reporting and tracking methods
- Benefits of an effective hazard reporting and tracking system
- The role of Leadership in hazard reporting and tracking.

Questions?